



DEVELOPMENT SERVICES

CITY OF FRISCO

GEORGE A. PUREFOY MUNICIPAL CENTER
6101 FRISCO SQUARE BLVD · 3RD FLOOR
FRISCO, TEXAS 75034
TEL 972.292.5300 · FAX 972.292.5388
WWW.FRISCOTEXAS.GOV

RESIDENTIAL SUBMITTAL GUIDE

The Submittal Guideline is created to assist General Contractors (builders), builder supervisors, and designers. General Contractors are encouraged to share the Submittal Guideline with their corporate staff, 3rd party raters, architects, engineers, subcontractors, start coordinators, and material suppliers. If you have recommendations to improve the Residential Submittal Guide, please share your comments with any Building Inspection staff member.

Building Inspections periodically updates the Residential Submittal Guide with updates to building code changes, newly-adopted ordinances & amendments, and other information pertinent to residential construction. Builders are responsible for obtaining the most current publication. To obtain the most current edition, please call (972) 292-5301 or visit with a Representative at Development Services located at 6101 Frisco Square Blvd, 3rd Floor or visit www.friscotexas.gov/departments/planningDevelopment/buildingInspections/Pages/PlanReview.aspx.

Building Inspections is committed to providing the service related to development and building codes through the use of modern practices of engineering, architecture, public health, and quality assurance management with a team of people dedicated to professional excellence and customer satisfaction. Building Inspections strives to accomplish these tasks efficiently, effectively and with accountability to the community.

OFFICE HOURS

Building Inspections' daily office hours are 8am-5pm, M-F, excluding City-approved holidays. Please contact a Representative listed below if you have building-related questions.

Name	Title	Office
Steve Covington	Chief Building Official	(972) 292-5330
Phillip Climer	Assistant Chief Building Official	(972) 292-5338
Umberto Allori	Plans Examiner Supervisor	(972) 292-5398
Poly Birika	Plans Examiner	(972) 292-5346
Jim Cottone	Plans Examiner	(972) 292-5396
Victor Insko	Plans Examiner	(972) 292-5397
Curtis Winton	Plans Examiner	(972) 292-5395
Michele Wood	Permit Technician	(972) 292-5394
Michelle Ortega	Permit Technician	(972) 292-5393
Vacant	Permit Technician II	(972) 292-5301
Treb Duma	Customer Service Representative	(972) 292-5321
Demetri Johnson	Customer Service Representative	(972) 292-5323
Kelly Evans	Customer Service Representative	(972) 292-5324

CODES & COMPLIANCE

Below is a list of the building-related codes for residential construction within the City of Frisco. All building and development-related adopted ordinances are available by visiting the City of Frisco's website located at <http://www.friscotexas.gov/departments/planningDevelopment/Pages/MostRequestedOrdinances.aspx>.

Residential construction must adhere to the adopted codes with local amendments:

- 2006 International Residential Code, with local amendments (Ordinance 08-01-12),
- 2005 National Electrical Code, with local amendments (Ordinance 08-01-10),
- 2006 International Mechanical Code, with local amendments (Ordinance 08-01-11),
- 2006 International Plumbing Code, with local amendments (Ordinance 08-01-09)
- 2006 International Fire Code, with local amendments (Ordinance 08-04-39)
- 2006 International Energy Conservation Code (Ordinance 08-01-07)
- 2002 ACI Manual of Concrete Practice, ACI318
- 2002 Annual Book of ASTM Standards, Volume 04.02 Concrete and Aggregates
- City of Frisco Comprehensive Zoning Ordinance
- City of Frisco Subdivision Regulation Ordinance, and
- Building ordinances.

SUBMITTAL REQUIREMENTS

Building Inspections reviews plans and supporting documentation prior issuance of a Building Permit. Builders are required to ensure all items listed (below) accompany a completed 'Application for Building Permit' form when submitted to Building Inspections.

- Application for Building Permit form is complete for each submittal and date stamped. **(All requested information must be filled in on the Application for Building Permit.)**
- Applications for subcontractors are complete with valid registration number
- Registrations are current for each contractor and/or subcontractor
- Documents and plans are legible
- Two (2) copies of Architectural Plans (**Collin County**) with floor plan, electrical plan and elevations are included. Please ensure plans are folded (no rolled plans)
- Three (3) copies of Architectural Plans (**Denton County**) if with floor plan, electrical plan and elevations are included. Please ensure plans are folded (no rolled plans)
- Street address is included on plans and all submittal paperwork
- Two (2) copies of the Plot Plan (**Collin County**), that includes:
 - drainage arrows,
 - lot coverage,
 - easements,
 - finished pad elevations,
 - finished floor elevations,
 - plan number,
 - elevation at curb or alley, and
 - garage floor to determine driveway slope
- Three (3) copies of the Plot Plan (**Denton County**); that includes:
 - drainage arrows,
 - lot coverage,
 - easements,
 - finished pad elevations,
 - finished floor elevations,
 - plan number,
 - elevation at curb or alley, and
 - garage floor to determine driveway slope
- Plans must be full-sized drawings and stapled together (maximum size of 24" x 36"; minimum size 8½" x 11")
- One (1) copy of the Engineer's Plan (shear wall, roof, truss design, 1st floor ceiling – truss layout whether TJI, LPI or WEB)
- One (1) copy of Foundation Plan
- One (1) copy of Engineer of Record Letter
- One (1) copy of PTI Slab Calculations
- One (1) copy of REM-Rate Report
- One (1) CD (PDF format) must include the following:
 - Plot Plan
 - Architectural Plans

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- Engineering Plans
- Foundation Plans
- Engineer of Record Letter
- PTI Slab Calculations
- REM-Rate Report
- Engineer's drawings on the Engineer's Title Block
- Engineer designs must be included within framing design submittal drawings and approved and sealed by a valid State of Texas Engineer

Exterior façades of main buildings and any structure that has an area greater (>) than 160 square feet must be 100% masonry. A minimum of three (3) courses of brick under cantilevered boxed out window to the slab is required.

Cementitious fiberboard or engineered/treated wood products may constitute fifty (50%) percent of stories other than the first story. The first story must be 100% masonry. Siding may be used for the following:

- architectural projections, including window box-outs and bay windows,
- roof dormers,
- garage door headers of rear entry garages,
- columns,
- chimney(s) not part of an exterior wall, or
- other architectural features approved by the Chief Building Official.

Cedar trim is acceptable only at corbels, columns, and shutters.

ENERGY CONSERVATION

Residential construction that is not voluntary Energy Star or mandatory Green Building shall comply with the following minimum energy requirements listed below:

Attic insulation (blown) – R30	Exterior wall insulation – R13
Exterior sloped ceiling (blanket) – R22	Exterior windows = U.65, SHGC = 40
Floor insulation (example above garage / below attic storage or equipment) – (blanket) – R22	Environmental air ducts located in unairconditioned spaces – R8 (for both supply & return); R6 allowed with 14 SEER equipment
Air-conditioning system efficiency minimum 13 SEER	

A National Fenestration Rating Council 'certification-rating label' shall be displayed on all window assemblies for inspection. 'Certification-rating labels' can be removed after the insulation inspection is approved by Building Inspections. Window assemblies that do not have a 'certification-rating label' displayed on each window assembly will result with a failed notice (red tagged) and removed from the mullion opening. Up to one (1%) percent of the total glazing area may be exempt from the required 'U' and 'SHGC' required values (leaded glass, etc.).

RESIDENTIAL GREEN BUILDING PROGRAM

Building Permits filed after June 30, 2007 must comply with the Residential Green Building Program. The Residential Green Building Program provides mandatory, minimum standards for all single-family residential buildings and structures, including standards for energy efficiency, water conservation, indoor air quality, and waste recycling. (See summaries below.)

ENERGY EFFICIENCY

- The minimum standard for energy efficiency for single-family residential structures shall be the current Environmental Protection Agency's ENERGY STAR® designation with a score of 83 or below (↓) as provided on the Home Energy Rating Systems (HERS) index.
- Every home requires a test (i.e., no batch testing allowed) by an accredited Residential Energy Services Network (RESNET) or approved HERS inspector/rater. The HERS provider must register annually with Building Inspections.
- A minimum of one programmable thermostat is required for every floor/story.
- A return air path shall be provided for any room that can be closed off by a door (except for baths, kitchens, closets, pantries, mechanical rooms, and laundry rooms). The pressure differential for that room, with doors closed and air

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handler operating, must not exceed ± 3 Pascal Pressure Differential with respect to the main body of the home or where the central return is located.

- All joints in air distribution systems including ducts, plenums, and equipment shall be sealed with duct mastic.

WATER CONSERVATION

- Mulched bedding 2-4" depth using recycled content mulch which includes wood construction waste
- Portable drip irrigation bag or zoned bubbler irrigation system must be installed for each installed tree

INDOOR AIR QUALITY

- The minimum standard for indoor air quality of single-family residential structures shall be the ASHRAE™ Standard 62.2 as it stands or may be amended.
- Each HVAC unit supplying air to a bedroom must receive all or a portion of outdoor air distribution as required by ASHRAE™ Standard 62.2. Total ventilation rate must be divided between each HVAC unit supplying air to a bedroom. Ducts supplying outdoor air must be equipped with manual dampers and a filter inside the return.
- Outdoor air intakes must be screened and located under soffits or gables, at a minimum of 60 inches from all roofing materials that are located below the air intake (except metal roofs where roof penetration is allowed).
- HVAC plenums on the supply and return sides must be constructed of sheet metal (no duct board), or equivalent material approved by the Chief Building Official, with external insulation (minimum R-6, if located in unconditioned space).
- Heating and cooling equipment shall only be used during construction after manufacturer specified filter is installed. Used filters must be replaced with a new manufacturer recommended filter prior to the homeowner occupying the structure.
- Central vacuums, where provided, shall be vented outdoors.
- Carpets, cushions, and carpet adhesives shall carry the Carpet & Rug Institute (CRI) Green Label.
- Vinyl wallpaper is not allowed on the inside of exterior walls or either side of wet walls such as bathrooms, kitchen, or laundry rooms.
- Provide metal drip edge at all exposed roof decking.

WASTE RECYCLING

Construction waste (brick and wood) hauled from a building site by a builder (or contractor) shall be taken to a site or facility legally empowered to accept it for recycling as approved by the County and State in which the facility is located. For additional information regarding waste recycling, please visit the Environmental Services website at <http://www.friscotexas.gov/departments/publicworks/environmentalservices/Pages/default.aspx> or call (972) 292-5301.

*Updated April 23, 2012
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